



**City of Scottsdale  
Human Services Commission  
Regular Meeting**

**SUMMARIZED MINUTES**

**Thursday, August 23, 2012**

**Scottsdale Stadium Press Box  
7408 E. Osborn Road  
Scottsdale, AZ 85251**

**PRESENT:** Steven Rosenberg, Chair  
Raoul Zubia, Vice Chair (arrived 5:05 p.m.)  
Enid Seiden, Commissioner  
Dustin Thomas, Commissioner  
Donald Nordlund, Commissioner

**STAFF PRESENT:** Jan Cameron, Director of Parks, Recreation & Human Services  
Kathy Breen, Human Services Manager; Vista del Camino  
Michelle Albanese, Community Assistance Manager  
Justin Boyd, Housing Coordinator  
Cindy Ensign, Human Services Planner and Budget Specialist  
Trisha Serlin, Via Linda Senior Center  
Zach Matz, Human Services Representative  
Mike Ruggiero, Technology Coordinator

**1. Call to Order**

Chair Rosenberg called the meeting to order at 5:02 p.m.

**2. Roll Call**

Commission members present as noted above.

**3. Approval of the April 12, 2012 Minutes - Regular Meeting**

**Approved 4-0.** Motion to approve the minutes of the April 12, 2012 regular meeting made by Commissioner Seiden and seconded by Commissioner Thomas. Vice-Chair Zubia was not yet present.

**Approved 5-0.** A separate motion correcting the spelling of Commissioner Zubia's name on page two was made by Vice-Chair Zubia and seconded by Commissioner Seiden.

**4. Human Services Commission Retreat Review**

Cindy Ensign, Human Services Planner and Budget Specialist, provided a summary of the information discussed and prioritized at the May 24, 2012 Commission Retreat. She reviewed the primary topics of discussion, which included the agenda plan, discussion of trends and need, and setting priorities for the upcoming 2013/14 funding process. She recalled that because of time limitations, a task force was formed consisting of Commissioners and staff to review the allocation process and reviewed the results of those discussions.

Discussion ensued regarding scheduling presentations by various agency representatives during regular Commission meetings in order to gain a perspective on outside and regional views on the most pressing areas of need. Jan Cameron, Director of Parks, Recreation & Human Services, noted that all of the target population presentations need to occur to meet the timeline of the funding cycle.

**5. Discussion of 2013/14 Funding Priorities**

Commission members discussed the 2013/14 Funding Priorities and whether to prioritize them and include the priorities in the RFP that goes out to the agencies. Chair Rosenberg opined that during the Retreat the Commission prioritized. He noted that the Commission wanted agencies demonstrate how they are planning to work more collaboratively in order to maximize the use of resources.

Michelle Albanese, Community Assistance Manager, said that the notice would include a list of eligible activities that are indicated in the five-year consolidated plan along with the priorities (list), and noted that eligible activities are not limited to those listed in the consolidated plan.

The discussion continued with a debate on how to conduct the scoring process based on priorities.

**6. Review of Evaluation Tools for the 2013/14 Funding Process**

Justin Boyd, Housing Coordinator, reviewed the purpose of the "blue sheets" for gathering pertinent information in the funding process and discussed the new policy pertaining to non-responsive agencies.

Discussion ensued regarding the scoring process.

Mr. Boyd noted that staff would add to the public notice availability for fiscal year 2013/14, integrating, increasing and maximizing resources, and an additional five points possible.

**Approved 5-0.** Motion to add to the public notice for coming availability for FY2013/14, plus list of priority items, integrating, increasing and maximizing resources and additional five points possible to the fifth item of section one of the evaluation tool; made by Commissioner Seiden and seconded by Commissioner Thomas.

**7. Staff and Commission Updates**

Jan Cameron announced her new role as Director of Parks, Recreation & Human Services and reviewed recent staffing changes.

**8. Open call to the Public**

No members of the public wished to speak.

**9. Adjournment**

Being duly moved and seconded, the meeting adjourned at 6:23 p.m.

Respectfully submitted,  
A/V Tronics, Inc. DBA AVTranz.